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<div>Division of Forensic Science</div> <div>PROCEDURES MANUAL: Forensic Imaging & Audio Analysis</div>	Amendment Designator: A
	Effective Date: 22-September-2004
<div>2. EQUIPMENT MAINTENANCE</div> <p>All equipment is to be maintained in accordance with the manufacturer's specifications and recommendations as per operating and warranty manuals.</p> <p>All maintenance is to be documented and kept in the appropriate log book located in the laboratory.</p> <p>Regular, end to end, checks on the systems are to be carried out to ensure the consistency of equipment parameters. Prerecorded color bar and frame counter control recordings for video and prerecorded tone control recordings for audio will be utilized a minimum of once a month and the results recorded in the appropriate maintenance log book. Additional information will be maintained in the appropriate file under the manufacturer name. If repairs or modifications are performed, the equipment is rechecked. If the equipment needs repair, or is not to standard, it must not be used on case work until the necessary repairs are performed. This documentation is maintained and filed in the sections supervisor's office.</p>	